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# ORGANIZATION MANUAL

Functions and organization of the

SECRETARIAT OF THE ECONOMIC COMMISSION FOR AFRICA

SECRETARY-GENERAL'S BULLETIN

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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: SECRETARIAT OF THE ECONOMIC COMMISSION FOR AFRICA

1. This bulletin describes the current organization and functions of the secretariat of the Economic Commission for Africa.

2. Document ST/SGB/Organization, section K (IV)/Rev.1, of 10 October 1983 is hereby superseded.

Boutros BOUTROS-GHALI
Secretary-General

SECRETARIAT OF THE ECONOMIC COMMISSION FOR AFRICA

## An overview

The Economic Commission for Africa (ECA) was established by the Economic and Social Council in its resolution 671 A (XXV) of 29 April 1958. That resolution was subsequently amended by Council resolutions 974 D (XXXVI) of 5, 24 and 30 July 1963, 1343 (XLV) of 18 July 1968 and 1978/68 of 4 August 1978. The functions and mandate of ECA are described in the founding resolution. Additional responsibilities have been assigned to the regional commissions as a result of evolving circumstances, including by General Assembly resolution 32/197 of 20 December 1977.

### Mandate

The broad functions of the secretariat of ECA are as follows:

To promote economic and social development through regional and subregional cooperation and integration;

To initiate socio-economic development policies for the region and serve as a forum for exchange of views on such and other policies;

To undertake studies, research and other activities within the terms of reference of the Commission for the use of member States and intergovernmental and non-governmental organizations;

To provide advisory services to Governments and intergovernmental organizations;

To provide substantive and secretariat services for the Commission and its subsidiary organs;

To formulate and promote development assistance programmes and projects for the benefit of member States and intergovernmental organizations;

To serve as a regional coordinating framework for the development activities of the United Nations system in the region;

To coordinate ECA activities with those of the major departments and offices of the United Nations at Headquarters, the specialized agencies and intergovernmental organizations, such as the Organization of African Unity and the African Development Bank.

## Organizational elements and their functions

EXECUTIVE SECRETARY

Performs the functions of a head of department/office as described in the introductory section of the Manual. In addition:

Assists, advises and keeps the Secretary-General informed on matters concerning the Commission and carries out any special task that may be assigned by the Secretary-General;

Maintains close contacts with representatives of member States and associate member States, as well as with other departments and offices of the United Nations Secretariat, the specialized agencies and intergovernmental and non-governmental organizations, with a view to discussing issues relevant to the region and its individual member States;

Carries out other functions as called for in accordance with the objectives of the Commission.

A. Office of the Executive Secretary

Performs the functions of a staff office as described in the introductory section of the Manual. In addition:

Coordinates the substantive preparation, organization and provision of the secretariat services to the Commission;

Maintains close contacts with member States and the policy and legislative organs of the Commission.

B. Deputy Executive Secretary

Performs the functions of a deputy, as described in the introductory section of the Manual. In addition:

Advises the Executive Secretary on all substantive and administrative matters related to the planning, implementation and follow-up of the regular, technical cooperation and extrabudgetary programmes and activities;

Provides for overall coordination and liaison between substantive organizational units in ECA and organizations and agencies of the United Nations system, as well as other intergovernmental and non-governmental organizations;

Acts as a focal point for substantive relations with the Organization of African Unity, the African Development Bank and other major continental organizations.

B.1 Information Services Unit

Maintains contacts with Governments and national and local media, the Department of Public Information and the information centres located in the region;

Prepares press releases, feature articles and other informational materials on ECA activities, programmes, projects and meetings and the work of the United Nations and the specialized agencies in the region;

Liaises with various organizational units of the Secretariat to collect relevant information and materials for the information of member States, organizations of the United Nations system, intergovernmental and non-governmental organizations and the public at large.

B.2 Policy Development and Programme Management Division

Initiates and develops sectoral and global policy options for consideration by member States;

Provides assistance to various organizational units of the ECA secretariat in the formulation and preparation of their respective medium-term plans and programme budgets;

Provides services to the inter-divisional standing or ad hoc task forces on cross-sectoral issues specific or relevant to Africa;

Establishes procedures for systematic monitoring and evaluation of the progress made in the implementation of work programmes, obtains progress reports from organizational units and assists in reviewing these reports and in formulating pertinent recommendations of the Executive Secretary;

Assesses activities in terms of their relevance to their original objectives and monitors the utilization of programme resources.

B.3 Special Programmes, Inter-agency and Inter-organizational Affairs Unit

Liaises with the United Nations system of organizations and other relevant bodies with respect to African economic and social development-related activities;

Monitors the implementation of such programmes as the United Nations New Agenda for the Development of Africa in the 1990s, the Programme of Action for the Least Developed Countries for the 1990s and other special programmes;

Harmonizes and coordinates the ECA programme of activities with those of the United Nations Inter-agency Task Force on African Economic Recovery and Development, the African Economic Community and the Lomé Convention.

B.4 African Centre for Women

Manages and administers the Centre and its work programme;

Provides advisory services on policies and strategies intended to further the integration of women in development;

Maintains liaison with all agencies and organizations within and outside the United Nations system cooperating with the Centre;

Promotes policies and strategies aimed at enhancing the integration of women in development in Africa;

Formulates and implements multisectoral and sectoral projects in research and training for the advancement of African women;

Promotes research on needs assessment and constraints to the integration of women in development, including legal and cultural barriers

Develops, in collaboration with relevant national, regional and international institutions, appropriate programmes for participation of women in development;

Organizes and services meetings, seminars, workshops and conferences relating to the integration of women in development in Africa;

Monitors the implementation of sectoral and global action programmes for women, including those derived from the world conferences on women.

B.5 ECA Multinational Programming and Operational Centres in central, eastern, northern, southern and western Africa

Promote, in the respective regions, policies programmes and projects aimed at strengthening cooperation and integration;

Provide overall institutional support to regional economic cooperation organizations and schemes;

Promote the activities undertaken by various substantive organizational units in ECA in the respective regions.

1. SOCIAL DEVELOPMENT, CAPACITY-BUILDING AND PUBLIC ADMINISTRATION DIVISION

The Division is responsible for promotion of policies and strategies on various aspects of social development capacity-building, human resources development, and public administration and management. It aims at enhancing and strengthening the social dimension of development through the promotion of human- and social-centred development policies and strategies that are in harmony with social issues and concerns; enhancing the efficiency of the African public sector in promoting and managing development; and strengthening entrepreneurship and rendering assistance to member States in formulating plans for improving public sector management systems. The Division also assists in the establishment and strengthening of national or multinational training and research institutions, programmes, schemes and projects on social development, capacity-building and public administration and management.

The Division comprises three sections, namely the Social Development, Popular Participation and Non-governmental Organizations Liaison Section, the Capacity-building and Human Resources Development Section and the Public Administration and Development Management Section.

1.1 Social Development, Popular Participation and Non-governmental Organizations Liaison Section

Addresses social development issues related to social welfare, health, human rights, youth, crime, refugees and displaced persons and assists

member States in the design, strengthening, implementation and evaluation of appropriate social policies, programmes and strategies;

Develops and promotes strategies and policies geared towards greater popular participation in the development process, including the involvement of private entrepreneurs and non-governmental organizations;

Promotes and coordinates action and disseminates information on popular participation, including youth in development.

1.2 Capacity-building and Human Resources Development Section

Promotes strategies, policies and practical programmes for the development, planning and utilization of human resources in Africa;

Undertakes studies and provides guidelines, information and assistance for the reform and improvement of human resources development programmes and conducts training workshops in the field;

Administers scholarship, training and fellowship programmes and disseminates information on related training and fellowship opportunities.

1.3 Public Administration and Development Management Section

Assists member States in improving their public administration, development management and monitoring capacities, including upgrading administrative and management skills and establishment of appropriate institutions and mechanisms;

Identifies major issues and problems in administration and management-related issues in African countries;

Collaborates with the Department for Development Support and Management Services at Headquarters, the specialized agencies and various institutes dealing with public administration and management improvement in Africa.

2. ENVIRONMENT, POPULATION AND HUMAN SETTLEMENTS DIVISION

The Division is responsible for developing and promoting programmes and policies addressing environmental, population and human settlements-related issues. It provides assistance to enhance regional, subregional and national capabilities for implementing programmes aimed at achieving sustainable development through sound environmental management and population programmes. The Division is also entrusted with the follow-up activities related to major regional and global programmes and provides advisory services on the administrative mechanisms for environmentally sound exploitation and utilization of natural resources, population policies and programmes and environmental conservation management.

This Division consists of three sections, namely, the Environment Section, the Population Section and the Human Settlements Section.

2.1 Environment Section

Identifies, in close cooperation with the United Nations Environment Programme, and other relevant United Nations organizations, short-, medium- and long-term environmental problems in Africa;

Provides assistance to member States in strengthening environmental management capabilities, including conservation of natural resources, pollution control, environmental education, training, legislation, environmental information dissemination, combating desertification, deforestation and soil degradation, environmental health and sanitation and the working environment;

Assists member States in developing and strengthening existing national institutional and human resources capabilities through provision of advisory services, workshops, seminars, fellowships and study tours.

2.2 Population Section

Assists member States in formulating and implementing relevant population policies geared towards poverty alleviation and sustainable development through the provision of technical assistance, training and research;

Promotes policies integrating population and development;

Conducts studies on demographic dynamics, concentrations and distributions and evaluates family-planning programmes and their implications for overall development policies of the region;

Assists ECA members in analysing and utilizing demographic data and population information systems.

2.3 Human Settlements Section

Promotes policies and programmes for sound and sustainable rural and urban settlements;

Contributes to the formulation of strategies aimed at integrating human settlements in overall economic development;

Promotes low-cost and environmentally suitable housing through strengthening the indigenous construction sector and utilization of locally produced building materials and the private sector;

Directs more resources to the rural economy for the provision of infrastructure and services commensurate with the role the rural sector is expected to play in the national development process;

Promotes a systematic exchange of information and experience between member States in the field of human settlements development.

## 3. TRANSPORT, COMMUNICATION AND TOURISM DIVISION

The Division is entrusted with provision of technical support and advisory services to African countries in formulating policies and implementing strategies for developing efficient transport, tourism and communications networks and enhancing the physical integration and infrastructures of the African region. The Division acts as a focal point for the implementation of regional action programmes in the fields of transport and communications, such as the Transport and Communications Decade in Africa, and identifies its related cross-sectoral projects and programmes.

The Division consists of three sections, namely the Transport Coordination and Services Section, the Transport and Communications Infrastructure Section and the Tourism Section.

### 3.1 Transport Coordination and Services Section

Reviews and develops programmes and operational projects aimed at strengthening national, subregional and regional capabilities in transport and communications policy development and coordination;

Organizes and participates in inter-organization consultation meetings at subregional, regional and international levels designed to ensure consistency, coordination and harmony of activities in the field of transport;

Promotes cooperation among member States in various modes of transport for efficient and cost-effective movement of persons and goods, including cooperation in the fields of customs and insurance;

Promotes the establishment of multinational transport facilities as well as common services;

Carries out analyses and studies of the transport sector and collects and disseminates information on the development of transport services at national, regional and international levels;

Liaises and coordinates with United Nations organizations involved with activities of the Transport and Communications Decade in Africa and the Industrial Development Decade for Africa.

### 3.2 Transport and Communications Infrastructure Section

Provides practical measures for appropriate levels of infrastructure and equipment in the field of transport and communications to member States, taking into account their environmental implications;

Assists member States in mobilizing resources for the financing of transport and communications infrastructure;

Organizes regional meetings and workshops related to the improvement of infrastructure and transport operations in Africa in order to promote

subregional, regional and interregional cooperation in the field of transport and communications;

Contributes to feasibility and other studies on the modernization of integrated communications networks and their extension to rural communities;

Collects, analyses and disseminates appropriate data on existing communications infrastructure in Africa and assists African countries in their efforts to benefit fully from new technical developments.

3.3 Tourism Section

Ensures the promotion of policies and measures for the development of tourism in the region;

Conducts seminars and round tables on tourism and African integration and advises member States of possible cooperation in related fields;

Undertakes studies and analyses of existing and potential areas of growth of the sector and advises member States on relevant strategies and policies;

Assists member States in the training of various related skills for the development of their tourism sector.

4. AGRICULTURE, RURAL DEVELOPMENT AND WATER RESOURCES DIVISION

The Division is responsible for promoting food security and agricultural development among the member countries of ECA by enhancing cooperation at the regional, interregional and national levels. It assists in formulating and implementing appropriate policies and strategies to attain self-sufficiency, appropriate infrastructures and institutional improvements. Upon request, the Division provides assistance in planning, monitoring and evaluation of rural development projects and programmes at the national level by addressing the adequacy of socio-economic infrastructures in rural areas and social equity among the rural population. It assesses and anticipates the implications of international food and agricultural policies, including commodities trade for Africa.

The Division consists of three sections, namely the Food, Agriculture and Rural Development Section, the Agriculture Production and Marketing Section and the Water and Marine Resources Section.

4.1 Food, Agriculture and Rural Development Section

Promotes sound food and agricultural development policies and strategies among African countries;

Monitors and evaluates ongoing agricultural policies, plans and programmes in member countries;

Collects, analyses and synthesizes data relating to the formulation and implementation of agricultural policies and plans;

Reviews national, subregional and regional macroeconomic parameters as they relate to investment and incentives schemes in support of agricultural and rural development;

Promotes and monitors measures aimed at strengthening rural development programmes and projects.

4.2 Agriculture Production and Marketing Section

Promotes activities designed to expand food and agricultural production;

Initiates measures aimed at enhancing the effective functioning of production-oriented institutions and services;

Organizes periodic meetings, seminars and workshops in related fields;

Proposes measures intended to improve national, subregional and regional capacity for the promotion of food security;

Provides technical support to member States in trade in agriculture, including the promotion of intra-African trade in food commodities and the assessment of the implications of international trading instruments on the long-term development of the food and agriculture sector in Africa;

Reviews and assesses the policies of ECA member countries in the areas of research and technology development, pricing policies and the provision of marketing infrastructure, food import policies and utilization of food aid.

4.3 Water and Marine Resources Section

Reviews progress in the development of non-conventional water resources in the countries of the region;

Collects, compiles and analyses data pertaining to technical and economic aspects of water resources development in the countries of the region;

Assists member States, at their request, on selected aspects of development and management of water resources;

Reviews progress in the development of technical capabilities for the exploration, exploitation, development and management of marine resources in the African region;

Provides assistance to member States in the inventory of their resource endowment in surface and ground water, and assists in the formulation of relevant policies;

Provides advice on the technical and legal instruments needed for the management of shared water resources in the framework of subregional and regional cooperation.

5. TECHNICAL COOPERATION AND EXTERNAL RELATIONS DIVISION

The Division is responsible for seeking bilateral and multilateral financial and technical support for the extrabudgetary activities of the Commission. In the conduct of these functions, the Division develops contacts with donor Governments and non-governmental organizations in the ECA region and identifies activities in need of technical assistance.

The Division consists of two organizational units, namely the Project Development and Management Unit and the Resource Mobilization and External Relations Unit.

5.1 Project Development and Management Unit

Identifies policy and programme-related problems in various countries of the region and formulates appropriate project proposals in consultation with the relevant ECA organizational units, intergovernmental organizations and member States concerned;

Monitors and evaluates the implementation of the technical cooperation projects financed from extrabudgetary resources and prepares relevant periodic status reports.

5.2 Resource Mobilization and External Relations Unit

Prepares and updates profiles of individual bilateral and multilateral funding sources and determines their requirements, formulates project proposals based on these profiles and ensures necessary follow-up actions;

Maintains close contacts with bilateral and multilateral development partners, and disseminates information on the work of the Commission and the ECA secretariat and their activities in the region;

Promotes support for Africa and for ECA activities through appropriate advocacy, highlighting ECA contributions to regional and subregional development plans and policies.

6. TRADE, DEVELOPMENT FINANCE, ECONOMIC COOPERATION AND INTEGRATION DIVISION

The Division provides support for the development of import-substitution policies, market research, demand and supply analysis and trade facilitation at the country, regional and interregional levels. The Division provides for strengthening existing institutions for subregional trade as well as external financial cooperation by making them more operational and responsive to Africa's requirements, and helps to harmonize their negotiating positions in all international conferences concerning trade, economic cooperation and integration, taking into account the objectives of the Abuja Treaty establishing the African Economic Community.

The Division comprises three sections, namely the Trade Promotion and Services Section, the Monetary and Development Finance Section and the Economic Cooperation and Integration Section, as well as the Joint United Nations Conference on Trade and Development (UNCTAD)/ECA Unit on Transnational Corporations.

6.1 Trade Promotion and Services Section

Assembles data and prepares studies and reports on issues related to intra-African and international trade;

Supports the development of import-substitution policies, market research, demand and supply analysis and trade facilitation at the country, regional and interregional levels;

Disseminates the findings of studies and analyses, in particular through seminars, workshops and trade promotion strategies and mechanisms;

Assists member States in enhancing their national institutions and in developing trade-related services through adoption of appropriate measures.

6.2 Monetary and Development Finance Section

Promotes orderly and effective monetary and financial cooperation at the subregional and regional levels;

Assists in strengthening of existing institutions for regional monetary and financial cooperation and the establishment and operation of an African monetary fund;

Conducts research and studies on regional and international developments in the area of monetary and financial matters, including the issue of external debt;

Promotes, in collaboration with the UNCTAD/ECA Unit on Transnational Corporations, policies aimed at increasing foreign direct investment in Africa.

6.3 Economic Cooperation and Integration Section

Promotes, within African countries and subregional organizations, policies and programmes aimed at strengthening the process of economic cooperation and integration as spelt out in the Abuja Treaty establishing the African Economic Community;

Reviews problems and prospects for economic integration and cooperation in the African subregions in order to ascertain their needs for technical assistance, and prepares project proposals to that effect;

Assists in coordination of regional economic policies and creation of an effective regional and interregional integration arrangement by identifying relevant projects on economic cooperation and integration;

Provides support to member States and subregional organizations in pursuing a unified approach to development and on issues related to planning, development and utilization of human resources in key economic sectors;

Disseminates information on economic development and cooperation at the regional, subregional and country levels in Africa.

6.4 Joint UNCTAD/ECA Unit on Transnational Corporations

Reviews legal and fiscal frameworks for foreign direct investment and technology transfer;

Advises member States on overall investment codes conducive to increasing foreign direct investment, including the formulation of sectoral investment regimes;

Assists member States in negotiating investment agreements and in the establishment of investment institutions;

Provides training to officials, managers and entrepreneurs on such aspects as evaluation of bids, fiscal and financial analysis and negotiation of international agreements;

Supplies member States and intergovernmental organizations with relevant data and information.

7. ECONOMIC RESEARCH, STATISTICS AND INFORMATION SYSTEMS DIVISION

The Division carries out economic surveys and provides advice on implementation of development strategies, policies, projections and management of statistical methodologies and data systems. In collaboration with a number of African research institutions and universities, the Division assesses the economic and social situation of the countries of the region and assists member States in the development and improvement of their national mechanisms for review of development policies and programmes. The Division also promotes national economic and statistical services and information systems.

The Division consists of three sections, namely the Economic Research Section, the Statistics Section and the Information Systems Section.

7.1 Economic Research Section

Prepares yearly surveys of economic and social conditions and trends in the African region;

Conducts studies on economic reform, structural adjustment, privatization, poverty and other major economic issues facing the region;

Prepares medium-term and long-term sectoral and global perspective studies;

Maintains contacts with African research institutions and universities;

Provides assistance to African countries in formulating and implementing their development policies and strategies.

7.2 Statistics Section

Studies national statistical systems and methodological practices in relation to international standards, conducts research on statistical methods and promotes international and regional comparability and harmonization in statistics;

Develops and implements programmes of technical assistance to African countries on the establishment and/or improvement of conceptual and operational statistical analyses and conduct of censuses and surveys;

Assists the Governments of the region in establishing an efficient infrastructure for the collection, processing, analysis and dissemination of social and economic statistics;

Develops necessary and relevant statistical data (numeric and non-numeric) to facilitate planning, monitoring and evaluation of social and economic progress in the region;

Supports development of national data-processing capabilities for improvement of quality, relevance, timeliness and intercountry comparability of statistical data and facilitates access to national, subregional and regional databases.

7.3 Information Systems Section

Develops, strengthens and improves access to national, subregional and regional databases;

Provides advisory services and training in utilizing modern technology, software and equipment for development, storage, processing and dissemination of information;

Develops norms and standards for the harmonious collection and dissemination of data, information and documentation.

8. INDUSTRY, TECHNOLOGY AND NATURAL RESOURCES DIVISION

The Division focuses on assistance to African countries and the private sector in the development of capabilities for the formulation of industrial policies, plans and strategies geared towards industrial productivity, entrepreneurship and nationalization of existing industrial structures. It assists member States in developing their national capabilities for exploration, exploitation, evaluation and development of energy resources and in promoting multinational cooperation activities. In addition, the Division provides advisory services on the transfer, adaptation and development of technological

capabilities and recommends policies and measures for improvement and strengthening of relevant institutions and services.

The Division consists of three sections, namely, the Industrial Policy Section, the Industrial Projects and Technology Development Section and the Energy and Mineral Resources Section.

8.1 Industrial Policy Section

Provides advice to member States on appropriate industrial policies and strategies, particularly in relation to small-scale, cottage and rural industries, enabling these countries to build a sound and self-sustained industrial base;

Supports the development of a strong private sector and indigenous entrepreneurial skills;

Assists in building and strengthening subregional and regional institutions for industrial development in the fields of technology, standardization, production and management;

Provides advisory services to member countries through review of industrial plans, formulation of industrial projects, conduct of seminars and training workshops;

Monitors and follows up on progress made in the region.

8.2 Industrial Projects and Technology Development Section

Plays a catalytic role in the promotion of industrial projects and the role of States in industrial and technological development of the region in order to ensure attainment of development strategies;

Provides assistance on issues related to scientific and technology development and in the development of related human resources for technology assessment, transfer, development and application;

Disseminates information on science and technology relevant to Africa and assists in technological research, standardization and exchange of information;

Promotes industrial projects aimed at creating national and/or multinational resource-based and core-engineering industries, in particular those emanating from the Programme of Action for the Second Industrial Development Decade for Africa.

8.3 Energy and Mineral Resources Section

Improves national, subregional and regional capabilities for the exploration and compilation of data on natural resources and energy for development;

Provides policy guidelines for use of cartography and remote sensing;

Provides technical assistance to member States in the compilation, collation and analysis of data, the preparation and publication of cartographic inventory atlases, specialized data and maps, and the establishment of remote-sensing capabilities;

Promotes intra-African cooperation in the development of river basins, electric links, joint surveying and metal and mineral production and machinery;

Provides assistance to member States in developing and strengthening their technological and manpower capabilities for the effective exploration, inventory, evaluation, planning, management and utilization of energy and mineral resources;

Assists member States to achieve increased and sustainable levels of transformation of their natural and energy resources.

9. ADMINISTRATION AND COMMON SERVICES DIVISION

The Division provides administrative direction and all appropriate support services to the various components and staff of ECA within the framework of the system-wide administrative instructions and guidelines set by the Organization. In addition, the Division:

Assists the Executive Secretary on administrative matters as may be required;

Administers the implementation of the Headquarters Agreement signed between the United Nations and the host Government;

Makes administrative arrangements for meetings of the Commission and its subsidiary bodies and administers the annual publication programme;

Administers arrangements for providing security to United Nations staff and the ECA premises;

The Administration and Common Services Division comprises four sections, namely, the Programme Budget and Finance Section, the Human Resources Management Section, the Support Services Section and the Conference Services Section. The Medical Unit (Clinic) and the Library also report to this Division.

9.1 Programme Budget and Finance Section

Establishes procedures and practices for the control and maintenance of accounts for regular and extrabudgetary funds;

Provides guidance on the application of financial policies and regulations and ensures their consistent application;

Prepares and submits financial statements to United Nations Headquarters for inclusion in the annual financial reports of the Secretary-General, as well as to the United Nations Development Programme and the United Nations Population Fund and donor Governments;

Provides financial statements, analysis and reconciliation of the accounts with Headquarters and the Multinational Programming and Operational Centres (MULPOCs);

Provides to the certifying officers and the fund managers the monthly allotment status reports to ensure meeting of obligations and expenditures and assists in reviewing the validity of outstanding obligations, and cancels, on behalf of the Controller, those considered to be invalid;

Prepares, in consultation with the programme managers, programme budget submissions for ECA;

Monitors the use of resources of the regular programme of technical cooperation;

Serves as the focal point for audit and other financial investigations.

9.2 Human Resources Management Section

Undertakes the recruitment and management of local and international personnel under the 100, 200 and 300 series of the Staff Rules, as well as consultants, interpreters, translators and individual contractors under special service agreements;

Ensures organization of appropriate training programmes;

Administers classification of posts and reviews the accuracy and completeness of job descriptions for Professional and General Service posts at Addis Ababa and in MULPOCs;

Disseminates information on career development issues to staff;

Maintains close contacts with the Office for Human Resources Management at Headquarters in order to ensure the application of the Staff Rules and Regulations;

Assists staff members in securing residential accommodation and in general personnel-related matters affecting their welfare;

Administers conditions of service in accordance with the Staff Rules and Regulations;

Serves as Secretary of the ECA Inter-divisional Committee on Training and Fellowships;

Organizes language training and induction/orientation courses for new staff members and administers the G to P examinations;

Places staff for external studies programmes at training institutions abroad;

Processes medical claims and provides related assistance, including the logistical aspects of evacuations.

9.3 Support Services Section

Ensures the management of support services, including building and commercial services and electronic and telecommunications services;

Ensures procurement and inventory control;

Designs, manages, installs and maintains all automation and telecommunications systems at ECA, including the installation and management of the United Nations satellite telecommunications network and the Integrated Management Information System;

Arranges the procurement and delivery of equipment, supplies and services for the secretariat of ECA and MULPOCs;

Is responsible for inventory control, disposal of property, transport and transport maintenance and travel arrangements;

Provides services to the Committee on Contracts, the Bids Committee and the Property Survey Board;

Oversees commercial and revenue-producing activities on the compound;

Maintains United Nations property, including buildings, generators, elevators, plumbing and electrical systems;

Designs and implements major alterations on the compound and supervises the work of contractors.

9.4 Conference Services Section

Ensures provision of technical and administrative support to meetings held as part of the substantive regular programme budget of ECA, including arrangements for the translation and processing of relevant documents;

Acts as Secretary to the Documents and Publications Control Board;

Provides conference facilities, allocates conference rooms and assigns interpreters, if required, for all conferences, meetings, workshops and seminars held at Africa Hall;

Plans conference requirements with the chiefs of divisions of ECA, other United Nations organizations and government authorities;

Compiles statistics on meetings;

Provides interpretation and servicing of ECA meetings under the regular budget;

Produces, designs, reproduces and desktop publishes ECA documents and publications, including documents for meetings;

Translates, proofreads and edits relevant documentation generated by ECA under the regular budget in the official languages of the Commission;

Maintains document referencing for the purpose of accurate translation;

Manages and maintains the United Nations Conference Centre at Addis Ababa;

Liaises with the Overseas Property Management Unit at Headquarters.

9.5 Medical Unit (Clinic)

Provides obligatory medical services to United Nations organizations in Addis Ababa, other medical services and facilities unavailable in Addis Ababa to staff and their dependants and arranges for medical evacuations of United Nations staff and their dependants.

9.6 Library

Maintains the library collection of the Commission, including referencing, archiving, acquisition and loan services;

Acquires, through gifts and exchange agreements, government publications and research reports from member Governments, the United Nations and specialized agencies, regional organizations and universities in the field of economic and social development, with special emphasis on Africa and developing countries;

Catalogues and classifies, using the Universal Decimal Classification and the Library of Congress subject headings, newly received publications;

Arranges and controls the administration of inter-library loans with other libraries in Addis Ababa.

Executive Secretary
Deputy Executive Secretary
Office of the Executive Secretary
RIAPDA
Policy Development and Programme Management Division
Information Services Unit
African Centre for Women
Special Programme, Inter-agency and Inter-organizational Affairs Unit
Administration and Common Services Division
Budget and Finance Section
Personnel Section
Conference Services Section
Support Services Section
Technical Cooperation and External Relations Division
Project Development and Management Unit
Resource Mobilization and External Relations Unit
Trade Development Finance, Economic Cooperation and Integration Division
Trade Promotion and Services Section
Monetary and Development Finance Section
Economic Cooperation and Integration Section
Joint UNCTAD/ECA Unit on Transnational Corporations
Economic Research, Statistics and Information System Division
Economic Research Section
Statistics Section
Information System Section
Industry, Technology and Natural Resources Division
Industrial Policy Section
Industrial Projects and Technology Development Section
Energy and Mineral Resources Section
Agriculture, Rural Development and Water Resources Division
Food, Agriculture and Rural Development Section
Agricultural Production and Marketing Section
Water and Marine Resources Section
Transport, Communications and Tourism Division
Transport Coordination and Services Section
Transport and Communications Infrastructure Section
Tourism Section
Environment, Population and Human Settlements Division
Environment Section
Population Section
Human Settlements Section
Social Development, Capacity-building and Public Administration Division
Social Development, Popular Participation and NGO Liaison Section
Capacity-building and Human Resources Development Section
Public Administration and Development Management Section